

*TOWN OF WOLFEBORO*  
**RESIDENTIAL BUILDING PERMIT APPLICATION**

CODE ENFORCEMENT 569-5970      www.wolfeborohh.us

Permit Fee: \$ \_\_\_\_\_ Permit Number \_\_\_\_\_ Date Received Stamp: \_\_\_\_\_

**Property Information:**      Zoning District \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Physical Location of project : \_\_\_\_\_  
 Street name & number (or description)

**Owner Information:**      Email: \_\_\_\_\_ @ \_\_\_\_\_

Name \_\_\_\_\_ Telephone #: \_\_\_\_\_

Legal Mailing Address: \_\_\_\_\_  
 Street or PO Box      Town/City      State      Zip

*The undersigned hereby applies for permission to make building improvements as described in this application and attached documentation. All construction to be completed in accordance with the Wolfeboro Planning and Zoning Ordinance, Local & State Building Codes, and all applicable regulations. I understand that I must apply for and receive a **Certificate of Occupancy** prior to occupying or using the building (per IRC R110.1), and that I may not store personal belongings such as furniture until a C.O. has been issued.*

\_\_\_\_\_  
 Signature of Owner      Date: \_\_\_\_\_ 20 \_\_\_\_\_

**Owner's Agent** (letter of authorization required):

Signature of Owner's Agent \_\_\_\_\_ Date: \_\_\_\_\_ 20 \_\_\_\_\_

Print Name \_\_\_\_\_ Telephone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 Street or PO Box      Town/City      State      Zip

<p style="text-align: center;"><i>Construction not authorized until permit is approved                  24 hour notice must be given for inspection appointment                  Approved under 2009 International Residential Code</i></p>	<p style="text-align: center;">Office use only: DATE APPLICATION COMPLETED</p>
<p><b>**** Return the Application Instruction sheet with your application ****</b></p>	

\_\_\_\_\_  
 Building Official      Date of Approval

Zoning	Fire/Rescue	Municipal Electric	Public Works	Building Department

Conditions of approval: \_\_\_\_\_

**Board Approvals** for this project/parcel: (include copy of decision)

ZBA      Date of approval \_\_\_\_\_  
 Planning Board      Date of approval \_\_\_\_\_  
 TRC      Date of approval \_\_\_\_\_

**Building permit application unissued due to:**

**Construction type:**

- Single Family Dwelling     Garage or accessory building     Addition     Deck
- Renovations     Alterations     Shed (less than 200sf)     Fence
- New Roof (**check one**)     Stripping old shingles **or**     Shingling over **ONE** existing layer
- Roofing Material: \_\_\_\_\_
- Wood/Pellet stove/Gas fireplace: *include documents below*
- Manufactures Installation Instructions     Gas piping permit for Gas fireplace or unit
- Diagram (floor plan) of installation area showing clearances to construction or other equipment

**❖ Description of project** \_\_\_\_\_

**Contractor information:**

Print Name \_\_\_\_\_ Phone (Cell preferred) \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_

**Property Information:**

- Water Supply:     Public *or*     Private
- Sewage Disposal:     Public *or*     State of NH Approval#: \_\_\_\_\_
- Electric Entrance:     Underground *or*     Overhead
- Driveway Permit:     Submitted *or*     Town or State Approval # \_\_\_\_\_
- Flood Plain:     Yes     No

**Foundation:**

- Concrete     Piers     Block     Wood     Other

**Structural Frame:**

- Wood     Steel     Concrete/Masonry     Other

Are any structural assemblies fabricated off-site?

- Yes ***If Yes, submit all engineered truss or engineered wood/steel drawings Sealed by NH licensed professional***
- No

**Heating/Fuel:** check all that apply

- Gas (Gas piping permit required from Building Department)     Electric
- Oil (Oil burner permit required from Fire/Rescue Department)     Other \_\_\_\_\_
- Addition/renovation heating system:     Will use existing system     New system for this project

**Fees**

				<b>Estimated Construction Cost \$</b> _____
Living areas, all conditioned (heated) spaces	<b>Finished Sq Ft</b> _____ X	\$75 = _____ X .004 =		\$ _____
Porches, basements, garages, all unconditioned spaces	<b>Unfinished Sq Ft</b> _____ X	\$50 = _____ X .004		\$ _____
	<b>(Minimum fee of \$25.00)</b>	<b>Total Fee Due</b>		\$ _____

**\*\*\*\* Return the Application Instruction sheet with your application \*\*\*\***

**Other permit applications that may be required:**

- Oil burner Permit (pick up at Fire Department)
- Application for electrical entrance (Elec. Dept.)
- Impact Fee Form
- Wolfeboro Shoreland Permit
- Application for Water service (Water department)
- Driveway entrance permit (Town or State)
- Plumbing permit
- NH Shoreland Program
- Gas piping permit

Check list	<b>TOWN OF WOLFEBORO</b> <b>APPLICATION INSTRUCTIONS ~ return this sheet with your application</b>	Office Use
	<b>Zoning District:</b> Can be found on the maps in the building office, or on line GIS system by turning on “map layer” “zoning” and searching for the property address or by owner.	
	<b>Tax Map Number :</b> Can be found on the property tax bill, survey/septic plan, or on the town tax map, on-line through the town assessing records	
	<b>Physical location of project</b> (street name and number, or location if no number has been assigned).	
	<b>Owner Information,</b> their legal mailing address, and telephone number where they can be reached. <i>Please supply this contact information even if the application is signed by an agent.</i>	
	<b>Owner’s Agent:</b> If a contractor or designer is acting as the owner’s agent, please supply a signed letter or email from owner, and supply the agent’s contact information on the application.	
	<b>Construction type:</b> check the box(s) that best describe your proposed project	
	<b>Description of project:</b> what is being changed, added or built for assessing card	
	<b>Contractor information:</b> Name , address and telephone number (cell preferred)	
	<b>Property Information:</b> Answer questions for Water, Sewer and Electrical	
	<b>Driveway Permit Application :</b> submitted <b>or</b> approval number from Town or State NH. <i>(Note: For whole house renovations, major additions and tear-down/rebuild, existing driveways without an approval on file must be reviewed by the highway department).</i>	
	<b>Flood Plain Maps :</b> Is your property in the flood plain? Google search <u>GRANITView</u> online maps. Turn on Layer “floodplain”. Zoom to your parcel.	
	<b>Construction cost</b> excluding land	
	<b>Fee due</b> – make check payable to the Town of Wolfeboro, minimum \$25.00	
	<b>Impact Fee Form</b> and payment <i>for new structures only</i>	
	<b>Board Approvals:</b> enter the date of any approvals previously obtained for this project or property. Please submit a copy of the Notice of Decision or approval	
	<b>REQUIRED SUBMITTALS ~ Your application will be returned to you unapproved if submittals are not complete within 30 days of application date</b>	
	<b>Site Plan Instruction Sheet :</b> Every application should have a site plan attached	
	<b>Wetlands assessment letter</b> from a <u>Certified Wetland Scientist</u> . required for <b>every project with proposed new footprint area including sheds, decks and additions</b> . Google search for NH Wetlands Scientist Roster	
	<b>3 sets of Building Plans</b> (floor plans and elevations <i>must be “to scale”</i> ). Supply window schedule and manufacturers information for egress windows and safety glazed windows.	
	<b>Typical Wall Section Drawing</b> for new typical exterior construction.	
	<b>NH State Energy Code</b> approval number for all new conditioned space greater than 150 square feet	
	<b>Septic System Expansion Approval :</b> A Flow chart to identify if your project needs a new Septic Approval from the state of NH	
	<b>For Shorefront properties;</b> submit approvals for <u>Wolfeboro Shoreland Permit Application</u> and the <u>NH Shoreland Program</u> <b>prior to</b> a building permit application	

**PLAN REVIEW**  
**For Office Use Only**

Routed to departments

\_\_\_\_\_  
Date

**Property Information:**

Tax Map # \_\_\_\_\_

Owner Name: \_\_\_\_\_

Physical Location of project: \_\_\_\_\_

**Contact person information:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone # \_\_\_\_\_

**Additional information requested:**

*Contact date & info:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Contact date & info:* \_\_\_\_\_

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*Contact date & info:* \_\_\_\_\_

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